



How to Register

SET UP YOUR ACTIVE.NET ACCOUNT

- Go online to the Department website (www.culpepercounty.gov) select 'Parks & Rec' under county government) and click "Programs & Activities" and then select "Request Account." once your account is set up you can register.
OR
- Complete the "ActiveNet Customer Account Form" available online, or on page 24 of *The Culpeper Minutes* and fax or mail it to the Parks & Recreation Department.
- Registrations cannot be processed until the "ActiveNet Customer Account Form" has been received and processed by the Department; or you have set up your account online.

ONLINE

- You can register from the convenience of your home or anywhere you have internet access, go online to the Department website and click "Programs & Activities" and then select "View Activities"
- Upon registering you will automatically receive an email confirmation and receipt.

BY MAIL

- Complete a registration form and mail with payment, credit card, cash, check or money order payable to:
Culpeper County Parks and Recreation, 155 W. Davis Street, Suite 100, Culpeper, Virginia 22701.
- The Parks and Recreation Department does not provide confirmation calls. If **you require** registration confirmation, please include a self-addressed, stamped envelope.

WALK-IN

- Registration will be accepted at the Parks and Recreation Office, at 155 W. Davis St. Suite 100 from 8:00 a.m. to 4:30 p.m., Monday through Friday (except holidays).

ADDITIONAL REGISTRATION AND PROGRAM INFORMATION

REGISTRATIONS:

- Online registration begins the day the newsletter goes in the mail (normally Fridays). Walk-in & mail-in registrations will be processed starting the following Monday.
- Full payment must accompany registration in the form of credit card, cash, checks, or money order.
- Registrations are accepted on a first come first served basis.

REFUNDS:

- If a participant needs to withdraw from a program, a full refund will be issued if the Parks and Recreation Department has been notified before the start of the second class.
- If a participant withdraws from a program after the start of the second class date, then a pro-rated refund, less a \$3 processing fee, will be issued.
- Refunds for one-day activities and all bus/van trips will be given in full prior to the registration deadline. After the registration deadline refunds, less a \$3 processing fee, are **only given** if a substitute(s) is found and that substitute(s) registers with the Department before the activity/trip date.

CANCELLATION POLICIES:

- The Parks and Recreation Department reserves the right to cancel activities for any reason. Refunds are given for any canceled programs.
- The Parks and Recreation Department programs will be canceled when Culpeper County Public schools cancel or close early, for inclement weather, natural disasters or other occurrences.
- Please listen to the following radio stations for closing announcements: 92.5 FM, 95.9 FM, 103.1 FM, 104.5 FM, & 107.7 FM or visit www.cancellations.com



Please remember you **MUST** already have an ActiveNet account set up to register by mail.

Registration Form

One household per registration form please. Photocopies of form are acceptable.

Account Main Contact Name: _____ Home Phone: (_____) _____

Participant Name	Birth date	Activity Name	Code	Day	Date(s)	Time	Fee
Jane Sample	8/ 1 /1991	Sample Drawing	1610.0005	M	3/2-3/30/09	6-8p	\$50.00
	/ /						\$
	/ /						\$
	/ /						\$
	/ /						\$
	/ /						\$
Total (Pay this amount)							\$

Media Release: ☐ Yes ☐ No **Initial** _____ I understand that I may be photographed and/or videotaped while participating in this activity. I agree to allow Culpeper County Parks & Recreation Department to use said photographs and/or videotapes in Department publications, media campaigns, educational and/or safety purposes, but not for any profit-making activity. I further waive any remuneration for publishing and/or printing such photographs of me. I understand that by affixing my signature on this form that I attest to having read, fully understand and agree to the conditions as set forth above.

Assumption of Risk and Release: In agreeing to participate in the program, as an adult participant or as a parent or a guardian of a participant, I and/or the participant do hereby affirm that the general health of the participant is good, and that the participant is not adversely affected by exercise, and that the participant is capable of performing an activity of this nature.

In consideration of participating in this activity, I and/or the participant do hereby assume all risk of any injury to the participant and will indemnify and hold harmless, from any and all liability, action, cause of action, claims, and demands of every kind or nature whatsoever that I and/or the participant have or which arise from or in connection with my participation in this activity, the County of Culpeper, Virginia, the County Board of Supervisors, the Culpeper County Department of Parks and Recreation, the Culpeper County School Board, the Town of Culpeper, and all their officers, agents, employees, staff, volunteers and successors.

It is likewise assumed and agreed that the participant will, at his own expense, wear the proper clothing and protective equipment during the activity, and that it is the responsibility of the participant or parent or guardian to make sure the criteria are met. I grant my permission to the county or its agents to transport the participant to and from an event or activity when required and hold harmless those assigned to transport. I also agree to allow transportation of the participant to the nearest physician or hospital for medical treatment and agree to allow for immediate first aid to the injured participant, if and when deemed necessary.

Participant Signature (7yrs & older)

Parent / Guardian Signature (if participant 17 or younger)

Date

Customer Use - Payment Method

Check Payment Method: ☐ Check Enclosed \$ _____ # _____ ☐ Cash (Walk-in only)
☐ Credit Card: ☐ Visa ☐ MasterCard ☐ American Express Exp. Date ____/____
 Number: _____ / _____ / _____ / _____

Signature: _____

I agree to pay the above total amount according to card issuer agreement